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County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

March 29, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

24 March 29, 2015

LORI GLASGOW
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST APPROVAL TO FUND THE FAMILIES COMING HOME PROJECT
MEMORANDUM OF UNDERSTANDING WITH THE
COMMUNITY DEVELOPMENT COMMISSION
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) requests the Board's approval to fund the Families Coming Home Together (FCHT) Project to provide rapid re-housing services and direct financial assistance to DCFS families, when the sole barrier to reunification is the parents' homelessness, via a Memorandum of Understanding (MOU) between DCFS and the Community Development Commission (CDC).

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or his designee, to execute an MOU between DCFS and CDC (Attachment I) to provide rapid re-housing and case management services to Court Dependent children and their families, effective July 1, 2016, or upon date of execution, through June 30, 2017.
2. Delegate authority to the Director of DCFS, or his designee, to redirect funds in the amount of two hundred and fifty thousand dollars (\$250,000) from the 2016-2017 fiscal year budget, which will be financed using 100 percent 2011 State Realignment Revenue, for CDC to provide rapid re-housing and case management services to DCFS Court Dependent children and their families.
3. Delegate authority to the Director of DCFS, or his designee, to execute augmentations to the MOU to increase or decrease the Cost by no more than 10 percent correlated to an increase or decrease in units of service of the original estimated Cost,

provided that (a) sufficient funding is available; (b) prior County Counsel approval is obtained; and (c) the Director of DCFS, or his designee, notifies the Board in writing within ten working days of execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of establishing an MOU agreement between DCFS and CDC is to provide rapid re-housing services, direct financial assistance, and supportive services to DCFS families to assist them in securing and retaining permanent housing so that children can be reunited with their parents when the Dependency Court determines that children temporarily removed from the parental home can be safely returned to the parents' custody. DCFS intends to allocate \$250,000 to CDC for the FCHT Project. Of this amount, CDC shall allocate \$225,000 to provide rapid re-housing services and direct financial assistance to DCFS' families and allocate the remaining \$25,000 or 10% of the total funding for CDC administrative costs.

The recommended actions will help improve and expedite housing services for Court Dependent children and their families, and will provide specific supportive services per the MOU.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 2 (Community Support and Responsiveness) and DCFS goal of self-sufficiency. The MOU will be an enhancement to the service delivery structure for Court Dependent children and their families' reunification process that is impeded by homelessness. These additional services will also help expedite and facilitate families with securing stable and permanent housing.

FISCAL IMPACT/FINANCING

The total allocated sum for this MOU is \$250,000, financed using 100 percent 2011 State Realignment Revenue.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1982, the Los Angeles County Board of Supervisors consolidated three entities – the Housing Authority, the Community Development Department, and the Redevelopment Agency to form the Community Development Commission (CDC). Today, the CDC is comprised of two separate legal entities, the Housing Authority of the County of Los Angeles (Housing Authority) and the CDC.

The FCHT Project is being initiated to implement housing services with the expectation of expediting family reunification of Court Dependent children and their families. The object is to provide families with rapid re-housing services, direct financial assistance, and other related resources that will allow families to secure and retain permanent housing so that the child can be safely returned to the parents' custody.

DCFS has determined that the Living Wage Program (County Code Chapter 2.201) and the Local Small Business Enterprise Preference Program (County Code Chapter 2.204) do not apply to this MOU agreement.

The Honorable Board of Supervisors

3/29/2016

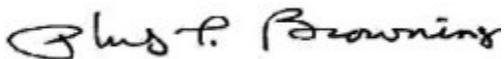
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This MOU was developed in accordance with 4.090 County of Los Angeles, California Board of Supervisors Policy for social programs, which provides funds to County departments, public and private agencies, and individuals to establish County programs or to fund other programs necessary to meet the social needs of the population of the County's communities.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of the recommended actions will support DCFS' effort in decreasing the number of children in foster care, and increase the number of permanent housing for Court Dependent children and their families.

Respectfully submitted,

A handwritten signature in black ink that reads "Philip L. Browning". The signature is written in a cursive, slightly slanted style.

PHILIP L. BROWNING

Director

PLB:DI:RM:ef

Enclosures

ATTACHMENT C

MEMORANDUM OF UNDERSTANDING BETWEEN COUNTY OF LOS ANGELES, by and through the Department of Children and Family Services AND THE COMMUNITY DEVELOPMENT COMMISSION FOR

FAMILIES COMING HOME TOGETHER PROGRAM

WHEREAS, the purpose of this Memorandum of Understanding (MOU) is to document the Parties understanding with respect to the Families Coming Home Together (FCHT) Program (hereinafter "the Program") to enter into a MOU with the Community Development Commission (Commission) to provide rapid re-housing services and financial assistance to the Department of Children and Family Services (DCFS) families with housing when the sole barrier to reunification is the parents' homelessness. This MOU delineates the responsibilities of each party.

NOW, THEREFORE, in consideration of the foregoing and of the promises and the covenants set forth herein, the Parties agree as follows:

I. PURPOSE

This MOU is entered into by DCFS and the Commission to provide rapid re-housing services and financial assistance to DCFS families with housing when the sole barrier to reunification is the parents' homelessness. The Program will provide direct financial assistance and supportive services to families to assist them in securing and retaining permanent housing so that children can be reunited with their parents when the Dependency Court determines that children temporarily removed from the parental home can be safely returned to the parents' custody.

II. TERM OF MOU

The term of this MOU shall commence upon execution by both Parties and shall expire on June 30, 2017, unless sooner terminated or extended, in whole or in part, as provided in this MOU.

III. COMMISSION RESPONSIBILITIES

The Commission will administer contracts with three (3) service agencies at \$75,000.00 each to provide the rental assistance and services program. The Commission shall

ensure qualified Sub-Contractors provide the following services and direct financial assistance to eligible families:

- a. **Housing and Supportive Service Plan:** Sub-Contractors shall develop a housing and supportive service plan for each family assessed and entered into the Program. The housing and supportive community-based services which families shall be linked with in order to ensure their long-term welfare include: health services, substance use and recovery services, educational and employment services, financial counseling, and food and nutritional services.
- b. **Crisis Housing:** Sub-Contractors will assist the family to connect with short-term crisis housing for individuals while the family is seeking housing. Parents will not be targeted to short-term crisis housing for families unless the family will be reunifying during their stay in crisis housing.
- c. **Housing Search and Placement:** Sub-Contractors will provide housing location services. Staff will be responsible for establishing working relationships with landlords within the community, identifying available and appropriate housing units, cataloging unit specifications, calculating monthly rent amounts, and determining that the housing meets or exceeds habitability and rent reasonableness standards.
- d. **Housing Stabilization Case Management:** Sub-Contractors will provide housing stabilization services to families. These services will be provided prior to and after permanent housing is secured and should be focused on coordinating and delivering services that ensure long-term housing stability. Housing Stabilization Services may include, but are not limited to: home visits, information and referral, a minimum of monthly face to face meetings with the family, assistance with budgeting/money management, assistance with accessing County services, and the services provided by the Commission community partner agencies. Housing Stabilization Case Management also includes connecting families to community-based supportive services that will help the family retain permanent housing.
- e. **Direct Financial Assistance:** Sub-Contractors shall assess a family's eligibility for homeless assistance programs and assist families to develop financial assistance plans that will ensure their success in securing and retaining permanent housing. This coordination may include the financial assistance available through the funding streams other than those included in this agreement, resource coordination agreements with other funding entities, or resources coordinated through regional partnerships. Direct financial assistance includes:
 - Rental Application Fees.
 - Utility Set up Fees and Utility Deposits.
 - Utility Arrears up to a total equivalent of six (6) months.

- Security Deposit not to exceed the equivalent of two (2) months of rent for an unfurnished unit and three (3) months of rent for a furnished unit.
- Rental assistance payments for up to 12 months if necessary to assist the family in retaining permanent housing.
- Essential furnishings; bed; refrigerator; and stove.

IV. DCFS RESPONSIBILITIES

- a. DCFS shall assign a Program Manager to provide oversight of the referral process, to track the progress of families participating in the Program and assist in the coordination of the DCFS Family Reunification Plan.
- b. DCFS shall assess the need for and make Family Preservation Services/or Wrap Around Services available to all participants in the Program.
- c. DCFS case carrying Children's Social Worker (CSW) shall assess the home within five (5) business days to verify that the housing secured by the family meets the housing requirements for DCFS reunification of the parents securing housing.
- d. DCFS CSW shall assist in the transfer of the children to the parental home as appropriate and necessary.
- e. DCFS CSW shall meet with the family as needed but no less than monthly, while the DCFS case remains open to ensure the safety of the child (ren) in the home.
- f. DCFS shall assist the family in accessing community-based resources necessary to ensure the long-term housing stability of the family and safety of the child (ren) as appropriate and necessary.
- g. DCFS CSW Program Manager shall respond in a timely manner to any concerns reported/raised by the Commission as it relates to child safety. If safety issues are identified, the DCFS CSW Program Manager will take immediate action in accordance with DCFS guidelines and protocols.
- h. DCFS will seek a referral from the Dependency Court for Family Preservation Services when necessary for each identified family.
- i. DCFS Program Manager or appropriate representative shall participate in regular case coordination meetings with the appropriate Commission Program Manager.
- j. The services provided by assigned DCFS staff will conform to State Regulations, County employment agreement, DCFS policies, and other

applicable standards, regulations, and agreements. The services provided may include, but shall not be limited to, the following:

- Review all referrals to ensure potential clients meet the criteria for all the Families Coming Home Together Pilot.
- Develop and continually update data spreadsheet for the Program.
- Conduct phone conferences with DCFS line staff and managers assigned to clients to ensure clients meet all Program criteria.
- Refer clients and all relevant information to the Children's Court Program Manager and DCFS County Counsel.
- Conduct weekly searches on the JADE database to obtain updated court orders.
- Liaison with 211 staff to obtain updates on client's status and move in dates.
- Provide housing updates on client status to CSWs in regional offices.
- Attend monthly meetings and provide comprehensive updates for each client and their status in obtaining housing.
- Conduct weekly calls to CSWs to obtain additional client information.

V. DCFS and COMMISSION MUTUAL RESPONSIBILITIES

DCFS and the Commission will share client information in accordance with applicable State and Federal laws and regulations and specific procedures as may be necessary in order to enable each party to perform its duties and functions as required by law and under this MOU.

VI. COMPENSATION/BUDGET

Total DCFS funding for Year 1 (FY 2015-2016) is a maximum amount of \$250,000.00 to be awarded to the Commission following the execution of this MOU. The Commission will provide DCFS with a monthly summary report on the status of each family and the services provided.

VII. TERMINATION

Any party may terminate the Parties' participation provided that a written termination notice is submitted to the other Parties not less than 30 calendar days prior to the requested termination date.

VIII. AMENDMENTS

- a. For any material change, a written Amendment shall be prepared and executed by all Parties and approved as to form by County Counsel.

IX. ENTIRE AGREEMENT

This MOU constitutes the complete and exclusive statement of understanding between the Parties, which supersedes all previous agreements, written or oral, and all other communications between the Parties relating to the subject matter of this MOU.

IN WITNESS HEREOF, the Parties hereto have executed this MOU as this _____ day of _____, 2016.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

By _____
PHILIP BROWNING
DIRECTOR

By _____
Director

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By _____
DAVID BEAUDET
Senior Deputy County Counsel for DCFS

COMMUNITY DEVELOPMENT COMMISSION

By _____
SEAN ROGAN
Executive Director

By _____
SCOTT STEVENSON, Director
Community Development Division

APPROVED AS TO FORM:
MARY C. WHICKHAM
County Counsel

By _____
BEHNAZ TASHAKORIAN
Senior Deputy County Counsel for COMMISSION

Project Name: Families Coming Home Together Rental Assistance and Supportive Services

Agreement Period: _____

Cost Category		DCFS Funds	Matching Funds	Total Costs
1	Personnel	17,788	0	17,788
2	Contracted Svcs <i>(Excluding Evaluation)</i>	0	0	0
3	Equipment	0	0	0
4	Printing/Copying	0	0	0
5	Space*	0	0	0
6	Telephone*	0	0	0
7	Postage*	0	0	0
8	Supplies*	0	0	0
9	Employee Mileage and Travel	444	0	444
10	Training Expenses	0	0	0
11	Evaluation	0	0	0
12	Capital Cost/Renovation	0	0	0
13	Subrecipients	225,000	0	225,000
14	*Indirect Costs	6,768	0	6,768
TOTAL:		\$250,000	\$0	\$250,000

*Overhead cost incurred by staff and the support services needed to run the program (Executive Office, Human Resources, Finance, Intergovernmental Relations, Purchasing, Emergency Preparedness, Computer Services, Space Rent, Legal Services, Telephone, Building Maintenance, and Corporate Office Utilities).